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Headteacher: Lisa Rees

15 November 2023

Dear parent or carer,

### **Online booking for after school club**

Following on from last week's safeguarding update, we are moving to after school club bookings being done by parents/carers, rather than relying on children to inform school in the morning.

Our current SCOPAY system already allows for this and we notice that some parents are already utilising this functionality. From Monday, 26<sup>th</sup> November please can you book your child onto their sessions for after school club in SCOPAY. This can be done for any dates in the term. Throughout December, staff will continue to ask children each morning if they are going to after school club, but not in the New Year.

If you find that you unexpectedly need to use after school club on the day i.e. you did not book the session in advance, you are still able to phone or email the office. Your child can then be added to the after school club register. So this flexibility and benefit will not change for families.

If you have registered your child for an enrichment club e.g. dance, then the office will automatically fill the after school club field in Scopay so that you do not need to. You will, however, be responsible for booking after school club at the start/end of a term when enrichment clubs have not started or have ended already.

There is currently no change to breakfast club i.e. you do not need to book your child into breakfast club and can simply drop your child off at school in the morning.

Though it may be simple to use, please find a SCOPAY parent guide for how to book after school club sessions. Please contact the office if you have any SCOPAY related questions and we will try to support you.

Regards,

Mrs Lisa Rees  
Headteacher